

Facilities Planning and Development Council

November 19, 2020 – CAADO

Zoom Conference Call

10:00a.m. – 11:30a.m.

AGENDA

I. WELCOME AND CALL TO ORDER

II. APPROVAL OF MINUTES

III. FACILITIES PLANNING UPDATES

- A. Facilities Master Plans
- B. CCCC'O Facilities Planning
- C. Policies and Procedures
- D. Long-Term Capital Facilities Program
- E. Student Housing Initiatives

IV. COVID-19 AND FACILITIES IMPACTS

- A. Construction under COVID-10
- B. College COVID-19 Return Safe Taskforce

V. PROJECT UPDATES

- A. Master Projects List
- B. Division of the State Architects
- C. Capital Projects Status Report
- D. Scheduled Maintenance Projects

VI. OTHERS

VII. NEW AGENDA ITEM(S); PRESENTATIONS



FACILITIES PLANNING and DEVELOPMENT COUNCIL

November 19, 2020 Zoom Conference Call
10:00a.m. – 11:30a.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

| Name | Title | Present YES/NO |
|-------------------------|--|---------------------------|
| Nathaniel Jones | Moreno Valley College – Vice President Business Services | YES |
| Ron Kirkpatrick | Moreno Valley College – Director of Facilities M&O | NO |
| Jennifer Floerke | Moreno Valley College – Faculty Representative, CTA/AS | NO |
| TBD | Moreno Valley College – Classified Representative, CSEA | NO |
| Michael Collins | Norco College – Vice President Business Services | NO |
| Steven Marshall | Norco College – Director of Facilities M&O | YES |
| Quinton Bemiller | Norco College – Faculty Representative, CTA/AS | YES |
| TBD | Norco College – Classified Representative, CSEA | NO |
| Chip West | Riverside City College – Vice President Business Services | NO |
| Robert Beebe | Riverside City College – Director of Facilities M&O | YES |
| Krystin Steranka | Riverside City College – Assistant Director of Facilities M&O | YES |
| Paul O’Connell | Riverside City College – Faculty Representative, CTA/AS | NO |
| Laneshla Judon | Riverside City College – Faculty Representative, CTA/AS (Rotating) | YES |
| Chi Ishihara | Riverside City College – Faculty Representative, CTA/AS (Rotating) | NO |
| Don Wilcoxson | Riverside City College – Faculty Representative, CTA/AS (Rotating) | NO |
| TBD | Riverside City College – Classified Representative, CSEA | NO |
| Majd Askar | District – Director of Business Services | YES |
| Susanne Ma | District – Director of IT, Infrastructure and Systems | YES |
| Ivan Hess | District – Student Trustee | NO |
| Hussain Agah | District – Associate Vice Chancellor, FPD | YES |
| Mehran Mohtasham | District – Director of Capital Planning | YES |
| Bart Doering | District – Facilities Development Director | YES |
| Myra Nava | District – Facilities Planning Specialist, Support Services | NO |
| Janna Accomando | District – Facilities Planning Specialist, Accounting | YES |
| Evelyn Ault | District – FPD (Recorder) | YES |

I. CALLED TO ORDER

- A. By Hussain Agah

II. APPROVAL OF MINUTES

- A. Motion to Approve September 24, 2020 and October 29, 2020 Meeting Minutes by Mohtasham. Second by Askar.

ACTION:

- Approved

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** The College's facilities master plan (FMP) was BOT approved in June 2019. The comprehensive master plan (educational and facilities) was scheduled to be submitted to the BOT at the end of August 2020. A new BOT date has not been determined at this time.
2. **NC:** The College's facilities master plan (FMP) was BOT approved in June 2019. No update.
3. **RCC:** The College's facilities master plan (FMP) was BOT approved in December 2018. No update.
4. **District Unified FMPs:** The district-wide unified FMP's prioritized projects list "preliminary" was posted under the District website, including project descriptions and conceptual budgets.
 - a. Agah stated that the District Unified FMP's may need to be updated regularly and should reflect the Educational/Facilities Master Plan updates.
 - b. Ma stated that she has been reviewing the Unified Facilities Master Plans and would like it noted that RCC's outdated cabling infrastructure is not on their plan. Ma would like it on record that it is noted and asks for it to be included.

B. CCCC'O Facilities Planning Update:

1. Five-Year Capital Construction Plans (5YCCP) & Capital Outlay Program:

- i. The District 5YCCP was board approved on June 16, 2020 and included the following submissions:
- ii. **RCC:**
 - a) New FPP – Cosmetology Project (Growth).
 - b) IPPs – 1. Visual Arts Complex (Phase I) (Growth); 2. Advanced Technology (Growth); 3. MLK Modernization.
 - c) Approved FPP: Life Science/Physical Science reconstruction was approved by the State in the total amount of \$35,004,000 for FY 2020-2021.
- iii. **MVC:**
 - a) Revised FPP for 2020 submission – Library Learning Resource Center (Growth).
 - b) IPPs – 1. Biological & Physical Sciences (Growth); 2. Kinesiology, Athletics (Growth); 3. Ben Clark Training Center Education Center Building Phase II (Growth); 4. Fine & Performing Arts Complex (Growth).
- iv. **NC:**
 - a) New FPP – Library Learning Resource Center and Student Services (Growth).
 - b) IPPs – 1. STEM Phase II (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).

- c) Pending Approval FPP – Center for Human Performance and Kinesiology was approved by the State Chancellor Office in FUSION and has been included in the spending plan for 2021-2022 with 0% local contribution through the hardship application. It was approved by Board of Governors in September 2020, pending the Department of Finance. The FPP is in the total amount of \$35,000,000, 100% funded by the state and will potentially be funded in FY 2021-2022.
- v. **2021 Five-Year CCP:** Agah stated 2020-2021 process will begin in December and FPD will engage the colleges to put the strategies together. The process will include looking to see if the same FPPs need to be submitted or changed to different FPPs to be sure to position each college for a successful funding proposal. ALMA Strategies was hired in FY 19/20 to assist with the Five-Year CCP process. A contract amendment will be issued to extend their services for one more year and is scheduled to be presented to the BOT in December 2020.

ACTION:

- Engage ALMA Strategies and start the planning effort for the 2021 5YCCP
- vi. **State Capital Outlay Re-categorization and Prioritization (New Scoring Methodology):** All FPPs submitted in 2020's 5YCCP for consideration are for the 2022-2023 spending plan will be scored using the new metrics. Agah provided update: At the Association of Chief Business Officials (ACBO) Facilities Taskforce meetings, the scoring methodology was discussed. The State had included a Hardship provision last year, which tells if the District met its good faith effort for a local bond and the bond failed then the district is eligible for a 25 points' Hardship provision. That helped to get NC the Center for Human Performance and Kinesiology project approved 100% by the State with zero local funds. The District has no local resources and was relying on the State for the Capital Outlay projects. Without the Hardship provision, the District will not receive the 25 points and there will be less opportunity to get any future projects funded.
- vii. Agah provided additional updates on the 2021-2022 capital outlay spending plan, working with the Department of Finance (DOF) on the request for hardship to include the NC Center for Human Performance and Kinesiology project, Prop 51 funding, how the new scoring methodology will impact the FPP submitted last year and how it provides additional points for six regions including the Inland Empire. The Five-Year CCP will be updated to comply with the new methodology.

ACTION:

- Agah to provide regular updates when become available
- viii. **Building Naming Reconciliation:** FPD worked with RCCD Ed Services and ALMA Strategies to update and capture the FTES and FTEF in FUSION by college, identifying off-campus and on campus. The list was provided to the colleges. More feedback is expected from ALMA before making any changes and FPD will confirm those changes with the colleges before submitting to the State. The data is also needed to put together IPPs and FPPs.

ACTION: No update

2. Five (5) Year Scheduled Maintenance Plan & Instructional Support

- i. Agah stated the State did not provide any funding in 2020-2021, however, they still required the plan to be submitted, whether there was a locally funded project or not. The same situation applies to Instructional Support. The Five (5) Year Scheduled Maintenance Plan was uploaded to FUSION before the October deadline. The Instructional Support is due on December 11, 2020.

ACTION:

- Mohtasham will send a follow-up email to the college VP's requesting their feedback before the December 2nd deadline.

3. Space Inventory (SI)

- i. FPD filed the SI updates with the State and updated in FUSION on October 30.

ACTION: No update

4. Facilities Conditions Assessment (FCA)

- i. Nava stated the latest assessments were completed in April 2017. The colleges are due for another assessment every 3 – 5 years. There are no updates on when it will occur. During COVID-19 there may be a delay because there are no guidelines to complete the process.
- ii. Agah questioned whether the colleges are using the FCA for the development of the 5Y Schedule Maintenance Plan. NC stated the assessments has not been used yet. RCC uses a database and has not used the assessment as yet. Agah has recommended that these database is used for 5YSMP.

ACTION: None

C. Policies and Procedures:

1. Board/Administrative Policies:

- i. Agah and Brown will review the second draft of the BP/AP for Land Use Development, Public Private Partnership (P3) and Real Estate Management with the new General Council when that position is filled.
- ii. The District has engaged CCLC, to help with, or to review, the board and administrative policies.
- iii. The District is working with CCLC on several unrelated BP/AP's. When that is done, BP/AP will be brought to the FPDC for review.
- iv. Askar reminded the Facilities departments about the bid thresholds. Purchasing has received some requisitions that have not gone through the proper bidding process. These have to be returned to the college, which in turn delays the process. Askar offered to re-send the information to the colleges as a reminder of the process. It is important to follow the process that were board approved and by the bid limits set by the state, especially because a lot of the funds we are using related to COVID-19 are grant funded so we will have additional audits.
- v. Under the Public Contract Code 20651 during a bid process the communication protocol guidelines must be followed and the college should direct vendors/bidders to Purchasing (in writing) to avoid interference.

ACTION:

- FPDC will review the updated BP/AP's before they are presented to the BOT for approval

2. Prequalification List and Process:

- i. **Professional Services:** RFQs to establish pre-qualified lists for Surveying, Environmental, and Commissioning Consultants will be in place in the near future.
- ii. **Construction Services:** Agah discussed the prequalification process for major trades/primes and general contractors on project-by-project basis. A board resolution is required. The lowest responsive and responsible bidder still is chosen (low bid environment). However, the bids will only be issued to the qualified firms from the prequalified list that is vetted and verified by the District,. Without the prequalification process, there is a higher opportunity of having bid protests and potential claims, more oversight and lower quality.
- iii. **CUPCCCA:** Vendors can register for a prequalification on Purchasing's website throughout the year.

ACTION: None

3. Consultants Engagement Process:

- i. Askar/Agah discussed and presented the prequalified consultant engagement process in alignment with the District BP/AP and best practices as follows:
 - a) **Below \$25,000:** Obtain a minimum (1) one proposal from District Prequalified list of consultants; the work should not start without a PO in place; no board report is required.
 - b) **Over \$25,000 to \$95,200:** Obtain a minimum (3) three proposals from District Prequalified list of consultants; needs to use the District's small-scale RFP format; qualified-based selection; the work should not start without an executed contract and PO in place; no board report is required.
 - c) **Over \$95,200:** Send formal RFP to the entire District Prequalified list of consultants; Utilize the formal RFQ/P process with scoring methodology and selection criteria; qualified-based selection; the work should not start without an executed contract and PO in place; board report is required.
- ii. The administrative policy regarding the process will also be developed.

ACTION: None

D. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020. Some budget has been identified for the critical mission plans, however, the identification of the top (3) including sustainability initiatives, integrated energy and infrastructure are still a priority.
2. Agah is working to secure funding mainly for the Sustainability Plan, Underground Utilities mapping program and Integrated Energy Plan. They are mission critical for a potential future bond and for the colleges. When the funds are available and approved the colleges will be engaged to form the committee and hire the consultant.
3. **Total Cost of Ownership (TCO):**
 - i. Agah stated that the district will be working with the colleges to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for the Bond. It will capture all utilities, maintenance, custodial and grounds. The process is ongoing. Agah requested thoughts from the colleges:
 - ii. Jones inquired if the TCO includes the O&M and personnel portion and suggested developing a matrix or standard benchmark so that when the Board is approving the development of a new facility there will be some correlation to staffing needs to maintain it. iii. There are APPA standards in place to maintain custodial and grounds staffing levels. The colleges need to decide what level of the standards to put in place.
 - iii. West stated RCC's Accrediting group requested additional documentation with regards to TCO. It will come up when they meet with the District. RCC has a template from 2015 forward that was used for TCO. They specifically wanted to know what the staffing model is.
 - iv. Collins stated that NC has a TCO calculator that takes into consideration the APPA standards. For new construction NC has to make sure a total TCO for the building is in the design phase.
 - v. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.

ACTION: Develop a standardized TCO template for the colleges

E. Climate Action and Sustainability Stewardship

1. **CCCC'O BOG Policy**
 - i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc. The State issued a new BOG policy regarding sustainability and wants all of the community colleges to adopt that policy.

2. Districtwide Sustainability & Environmental Responsibility Planning Update (October 29)

- i. Agah presented and reviewed the Districtwide sustainability and environmental responsibility planning update.
- ii. Agah discussed the new Sustainability and Environmental Responsibility Committee, a sub group of FPDC. The tasks of the sub-group will require a sustainability consultant to assist in facilitating the process. The consultant reports to the Sustainability and Environmental Responsibility Committee, who will report to the FPDC. FPDC then reports to DSPC then to the Board of Trustees.
- iii. Askar shared information regarding the award RCCD received, along with all California Community Colleges, through Office Depot for the highest level of purchasing green.
- iv. The planning update was presented to DBAC on November 13.

ACTION:

- Present the planning update to DSPC on November 20 and to BOT Committee on December 1, 2020

3. Solar Planning Initiative

- i. The project is currently in the feasibility and planning phase.
- ii. The goals and objectives of the plan align with the District Board Policy and the CCC BOG Climate Action and Sustainability Policy to adhere to the requirement and increase renewable consumption to 25% by 2025 and 50% by 2030.
- iii. **Solar Planning Initiative Updates Presentation, DLR Group** was presented to DBAC on November 13 to DSPC on November 20 and to BOT Committee on December 1, 2020.

ACTION:

- Present the planning to DBAC on November 20 and BOT committee meeting on December 1, 2020

4. Energy Management

- i. There are no tools, dashboard or platform to calculate each college's energy usage. The information is being entered manually by Nava in an excel spreadsheet (Energy Data Report). Mohtasham provided data comparing the college's use by year. FPD is looking into an energy information and analytical platform that allows each college to check water, gas, electric and solar usage. No update.

Community Transportation Needs Assessment Voucher

- i. Agah described the carsharing program for disadvantaged communities and the \$50K grant that the district applied for. The grant was approved and will be used to conduct a needs assessment for a carsharing program at the colleges to include students, faculty, staff and individuals who live in the Riverside regional area. A study will be conducted to help develop a plan to indicate the number of people interested in the program and the number of EV charging stations that would be needed. If the District is successful with the needs assessment there will be an opportunity to submit for project funding up to \$1.0 million to implement the EV charging stations and the carsharing program. The grant was approved at the October 20, 2020 BOT Regular meeting. As a result the needs assessment will be conducted for the carsharing program.
- ii. The consultant, EViaShare, will provide a presentation at the December FPDC meeting.

F. Students Housing

1. RCCD "Potential Student Housing" with OPR and City of Riverside

- i. Agah provided an update regarding the potential student housing near the new library, 1.5 acres across from the CAADO parking structure on University Avenue across from the District office. The survey will collect information from students regarding their living, preferred amenities, rent tolerance, affordability, and how they would be receptive to potential student housing one mile from the RCC campus.
- ii. Agah stated that the developer Overland Pelican Riverside (OPR) submitted new proposal to the City of Riverside for the surplus land in alignment with AB 1486. The city has expressed a lot of interest for RCCD to be a part of that. OPR/RCCD is the only proposal for the project under a proposed P3 (Public Private Partnership) arrangement with OPR.

- iii. PFD, RCC's institutional effectiveness office and District Educational Services have been engaged to provide enrollment data, and planning for student housing for RCC with OPR's feasibility study consultant (MGT).
- iv. A focus group discussion with students from rcc and MGT consultant was conducted the week of November 16 to help draft the feasibility. Riverside student survey will occur in February 2021.

ACTION:

- Agah will continue to provide updates when available

2. Districtwide Student Housing Initiative

- i. Agah stated that the Chancellor has been advocating for funding for student housing. The goal is to conduct a district-wide on and off-campus feasibility study after accreditation, focusing on districtwide affordable student housing.
- ii. On March 12, 2020, Brown, Agah and Mohtasham conducted a site walk at each college to determine conceptual budgets and locations for the student housing. NC agreed on the location by the Veterans Center. For RCC the parking lot across from the college is being considered, as well as the Press Enterprise and Central Middle School. MVC's master plan identifies a middle school, and Dr. Steinback recommended this place for potential student housing, however, Jones suggests taking the middle school out as an option.
- iii. West indicated there was an internal conversation only regarding the potential use of the Press Enterprise facility. The college has not contacted them.
- iv. Hess inquired if the proposals can be reviewed and how far along this is in the process. Is it being framed as the solution to youth homelessness and the student housing crisis in the area, and if so what is the plan to offer economical and affordable housing, and what is the relationship between the district and OPR.
- v. Agah stated the local bond, if it had passed, could not be utilized to build student housing, as its main use is for educational facilities. Most of the student housing across the nation is done through Public Private Partnership (P3) to build student housing. Any revenue received would pay the capital fee over 30-40 years. There is no contractual relationship with OPR other than their pre-established relationship with the City of Riverside and proposal submission.
- vi. Agah stated the Districtwide Student Housing strategy will be presented to the Chancellor mainly targeting the on-site student housing & will provide a framework for student housing at all three colleges. The Chancellor believes there is a lot of opportunity to leverage from the federal and state regarding capital funding.

ACTION: None

IV. COVID-19 IMPACTS

A. Construction under COVID-19

1. Agah stated that all construction vendors and consultants were notified that the projects will proceed; they were requested to adhere to the CDC, CDPH, county's safety guidelines. The District updated its legal set of documents to include provisions of COVID provisions.
2. Doering stated there is a three to four week delay in procurement and deliveries due to manufactures' and vendors' reduced staffing related to COVID. This is having an impact on construction. Contractors are mandated to follow all COVID safety protocol.
3. Beebe shared information regarding the new law, AB685, which goes in to affect January 1, 2021 and provides contract tracing. The new law requires a construction company to report any positive COVID case to the college while on a construction site, the college must report it to the District's Risk Management. Each college is tracking vendors that are on site to help facilitate the reporting. FPD provides vendor on site information to Campus police and each college's facilities department.
4. Ma indicated that IT is also experiencing supply chain issues and needs a minimum of 2 months before the project completion date to get the Group II funding to purchase the networking equipment.

5. Askar stated that if there is FF&E purchases to be made for a project that is specific to computers or laptops, including Apple products, that the lead time for turnaround from CDW-G is a day or two because they have a local warehouse

ACTION:

- The District will continue to connect with other districts and industry to seek feedback and updates

V. PROJECT UPDATES

A. Master Projects List/Calendar/Capital Project Summary Form

1. Ma stated that it will be helpful to make sure IT is included in the planning of new projects in the Unified Facilities Master Plan. No new details.

ACTION:

- All projects regardless of funding source need to follow the process

B. Division of the State Architects (DSA)

1. Agah provided a DSA regulations update regarding IR A-22 and IR A-9 for School Site Improvements and Project Exception. Even if a project is a DSA “exempt”, it still needs to comply with Title 24 and CA Building Code regardless of project size to avoid any liability and comply with the State codes.
2. FPD is the point of contact with DSA and should be involved in any new project at the college regardless of funding source.
3. There is an expedited way for DSA review by the State Chancellor’s office for projects impacted by COVID-19, or any new projects that need to come online because of COVID-19. The project has to be justified as an emergency project due to COVID-19. No new details.

C. Capital Projects Status Report

Doering reported on the following:

1. **RCC:**

- i. **RCC Greenhouse Project:** The project is in the construction phase 85% complete. The contractor continues to work on the head house and the greenhouse. The security panels have been programmed and the contractor will complete the wiring installation. There have been some additional costs from special inspections related to concrete testing, FPD is working with the consultant for total cost and to get it approved.

ACTION: None

- ii. **RCC Life Science/Physical Science Reconstruction Project:** The project is in the programming phase with the committee comprised of faculty, staff and students as well as the college VP of BS and AF, Facilities Director and the FPD staff. The project is experiencing an issue related to the mandatory seismic requirements. It is an issue that was not brought up before by the previous consultant. The cost for the mandatory seismic requirements were not part of the original project cost so the State has been contacted to resolve the issue. The programming and schematic design phase is complete. Six Architects are preparing the preliminary plans to submit to the state in December 2020. The CEQA phase is in progress. The historic portion of CEQA revealed information regarding the mural on a wall is historical, was made in 1975, and is part of the Chinese American Heritage and it is registered in the State and Riverside County. They are in the process of preparing the scope of work to protect that art piece during construction, will move forward with CEQA to submit a Notice of Exemption to the State in December. The project cost estimates should be finished within a week. The fifth programming meeting with the stakeholders is November 20,

2020 to review furniture, audio/visual and IT equipment. The project is also moving forward with the design of the second floor extension that ensures the protection of the mural.

ACTION: None

- iii. **Throwing Sport Facility:** This is a DSA project. LPA Architects has been engaged and the project is in the design phase. The budget has been allocated, however, it does not meet all of the components of the project. The college is working with the stakeholders to minimize or remove some of the items to be able to meet the budget and move forward. The project is not on hold, it is progressing. Beebe: the architect provided a full set of drawings and rough order magnitude cost that came in beyond the scope of the budget. The architect developed 3 value engineering proposals and issued 3 different drawings. Beebe met with the Director of Athletics and came up with a narrative to show the ramifications to the project as a result of each proposal. The proposals were sent back to the Director of Athletics with a request for a decision on which proposal. That proposal was submitted to Dr. West who will take it to PLT for reconsideration.

ACTION: None

- iv. **Gomez ADA Phase 2 Campus Improvement Project:** The project is now being funded by General Funds. The project is in the last phase to address the 25% remaining items. Westberg+White Architects have been engaged. FPD sent the City of Riverside an email identifying the areas they are responsible for. The attorney has asked the courts for a two-year extension to complete the project. The project is 2-1/2 – 3 months behind schedule. The requisition for the Topo design work has been approved and the schedule is being worked on. It will take approximately (6) weeks to get the results of the Topo then another (6-8) weeks to get the design information from the architects. That process and to file with DSA should be completed by the end of February 2021. There is a possibility of adding one or two add-alternates due to the construction index to avoid issues with awarding the project.

ACTION: None

2. **MVC:**

- i. **Welcome Center Project:** The project is currently in construction phase. The project lost 7-8 days due to the concrete deliveries.. The project is making up delays because of steel delivery and is working with the CM to begin stacking the trade contractors to make up more time. The project is on schedule to be completed in August 2021.

ACTION: None

- ii. **BCTC Education Center Building (Phase I):** The project is currently in the design phase at 95% of construction drawings. The drawings will be sent to DSA by December 8, 2020. The architect is working on FF&E at the same time. The CM reviewed the cost estimate and reported that it is higher than what was received from the architect. The estimate will be reviewed with the stakeholders today to see if there are any areas that can be removed during value engineering to reduce the cost to have more contingency for the project and make it more efficient. The items for value engineering will not impact the design of the building.

ACTION: None

- iii. **Organic Chemistry Lab:** The project is designed to address MVC losing students due to absence of organic chemistry labs; students take these classes at other CCDs and never come back to MVC. FPD provided the college with an estimated project budget of about \$2 million.

ACTION:

- The project is currently on hold due to budgetary issues

3. **NORCO:**

- i. **Veterans Resource Center Project:** The board approved the bid on October 20, 2020 and the project is in the construction phase. The IIPP Safety Information is yet to be submitted. The preconstruction schedule was received and is being reviewed to ensure the timelines will be met.

ACTION: None

- ii. **Early Childhood Center Project:** The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. The Chancellor and Vice Chancellors reached out to the Legislators and approved ECEC at Stokoe in lieu of NC site. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40-year real estate agreement for the space. The college completed the Instructional Program plan that will drive the project's modernization phase. The first phase will be IT, A/V, and FF&E, for a potential four (4) month construction period. The project is still on hold. Dr. Green is working with Alvord Unified School District Superintendent. Collins will contact Ma regarding IT needs when the project begins.

ACTION:

- The project is currently on-hold until further decision is reached between RCCD/AUSD BOTs
- iii. **Sport Field Turf Replacement Project:** Installation is complete. The project received DSA approval for ADA scope on October 1, 2020. The architect (SGH Architects) is preparing the concrete work bid documents but has not provided them yet.

ACTION: Mohtasham will organize a meeting with the AGH Architects

- iv. **Norco Amphitheater Shade Structure:** DSA plan approval has been received. The college is using the CARES Act funding for the installation and the shade structure. Outdoor Wi-Fi will be enabled to ensure social distancing. The shade materials are being produced; when they are received the installation can be scheduled. USA Shade coordinated the delivery with the college. The college will check to see if the IOR Form 5 has been submitted to the architect to move forward to send the IOR to DSA.

ACTION: None

D. Scheduled Maintenance Projects Updates

1. **MVC:**

- i. **Elevator Modernization:** The funding source is Measure C and other resources (DSA). The elevator installation was completed in July 2020. The architect revised the drawings and DSA approval was received on October 1, 2020. The college is working with the architect to get the signage completed and will have the installation timeline during the week of November 23, 2020. The architect is working to close out the project, it should be closed within the next two to three weeks.
- ii. **File Alarm Upgrades:** The funding source is Measure C. The project completed the design and planning phase. DSA approval was received on October 15, 2020. The architect provided the bid documents, the college will provide the bid documents to FPD for review. The documents will then be sent to Purchasing to go out to bid.

2. **RCC:**

- i. **Elevator Modernizations SM17/18:** This is a DSA project. The architect received shop drawings from the contractor. The DSA package should be received from the architect the week of November 23, 2020. The architect has a DSA appointment to review during the second week of December. The architect is incorporating the same signage as the MVC Elevator Modernization project. Parts for the project will be delivered beginning December 1, 2020. Installation is scheduled to begin before DSA approval.

- a. Agah stated there is a risk associated with awarding a contract before receiving DSA approval and wishes to discuss this with the college and the architect.
 - ii. **Makerspace at Digital Library:** This is not a DSA project, however, due to the critical nature of the project FPD is working to expedite and help the college move forward. Architect has been selected. After the plans are received from the Architect, the project can go to bid for the renovation and construction.
 - iii. **Shade Structure, Tech A & ECE Building:** The project requires DSA approval due to the type of structure. The architect and consultant will be hired. Proposals from architects have been received and will be reviewed. An IOR will be hired to do a utility underground survey around the Tech A building to ensure there are no issues with pipelines or electrical conduit.
 - iv. **Center for Social Justice Renovation:** This is a small modernization project that was first brought up 2 years ago and is active again. Not discussed.
 - v. **Digital Library Card Reader :** The capital project summary form has been submitted. This project will be over \$200,000 and requires an official bid. IT provided a quote for equipment. Once the job walk occurs, the cost of the project will be added to the cost of the IT equipment to be sure the project is within budget, then IT will be given permission to order the equipment.
 - a. Ma stated that IT needs to be included on the architectural portion of the project if there is going to be an increase in technical needs. There might be pathways needed in the plans. Mohtasham assured Ma that IT will be included.
3. **NC:**
- i. **Elevator Modernization:** The project is in the planning phase. Some modification had to be done to the original scope of work due to the lack of funds. The project will only upgrade the mechanical equipment. The architect is working to revise the drawings. The architect will resend the drawings to the college for approval so the bid documents can be sent out. Not discussed.

ACTION:

- The Council will discuss and review the BP/AP regarding sole source procurements to make recommendations to the BOT

VI. OTHERS

A. Key/Access Control Upgrade – Update

1. Collins stated NC met with the vendor Assa Abloy. The next step is to build the hierarchy key logic. NC has been worked with MVC and RCC to understand what the universal doors look like and determined if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC began upgrading their door cylinders. The three colleges will work together to develop a District Standard to provide the colleges with physical facility security. MVC and RCC have provided all of their key counts to NC to move forward with building the legacy key system and hierarchy key logic. NC met with Assa Abloy during the week of January 20, 2020 to establish the base-line cost. Assa Abloy indicated there are about 2,500 locks district-wide. The Medeco keying system will capture the different types of locksets and keyways needed. The hierarchy will be built starting with a doubling of the door requirements, taking into account the growth at all colleges, off-site locations and the district office. There is a database for the different system that Assa Abloy strongly recommends rather than their in-house system. Training will be provided through a Webex, all colleges will be included. A consultant will be hired then the system will be bid, owner-purchased and installed. Pinning will be done at the factory. The plan will be incorporated into the district standards. Not discussed.

ACTION:

- Build the legacy key system and hierarchy key logic

B. District-wide Alternate solution – Drinking Water

1. Askar stated the Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. At this time there are many stop-services with the water companies due to staff not being on site. Not discussed.

ACTION:

- Askar will follow-up to see if it is still necessary

C. Integrated Waste Management

1. An RFP for Integrated Waste Management was drafted a few years ago. The goal is to consolidate the services districtwide. The benefit is the economies-of-scale and the recycle programs. Not discussed.

ACTION:

- Askar will send a draft of the RFQ/P to the colleges after the District reviews

D. Johnson Controls Maintenance Contract

1. Beebe inquired about the District 5 year maintenance contract with Johnson Controls, Inc. for HVAC/chillers and controls. The contract is expiring at the end of this fiscal year. There will be a collaboration between the three colleges to determine what each college HVAC person wants, and will provide those specifications to the District who will put together an RFQ/P. Mohtasham and Beebe worked on the contract, a five-month extension was granted and ends in November 2020. The current contract is missing many items that is costing the colleges large amounts of money. Not discussed.

ACTION:

- Askar stated the RFQ/P bid can be revisited

E. District Strategic Planning Council (DSPC)

1. FPDC membership has been formed pending representatives from the CSEA. Not discussed.

ACTION: None

F. Parking/Traffic Study, RCC, & Districtwide

1. **Riverside Downtown:** RCC conducted a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns. The results indicate that 96% of the parking at the CAADO structure occurs between 8:30 and 9:30a.m. to 2:30p.m. At the Fox Parking Structure in the 100 spaces the study revealed expired or missing parking permits. The consultant provided four recommendations, one is to install digital signage to show how many spaces are filled, especially at CAADO. The consultant recommended changing the hours of some of the classes to later in the evening to free up spaces during the day. That recommendation would require more security and maintenance in the evening. Combining the Fox and CAADO studies indicates occupancy is not going above 89%. The parking structure will be improved by adding more signage instead of making any changes or policy changes. Not discussed.

ACTION:

- Meet with RCC, District Police and Safety, and finalize the recommendations
- **Districtwide:** Another survey will be done districtwide to assess the viability of students parking in staff assigned parking spaces during certain hours of the day. The project is on hold

G. Norco College Fuel Cell

1. NC is paying Doosan \$120,000 a year to maintain a Fuel Cell at the college and keep it running efficiently. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives. Not discussed.

ACTION: None

H. Facilities Use Fees

1. Collins requested information or history related to Facilities Use/Rental Fees.
2. Jones stated NC has not done anything with those fees recently and is unaware if the fees are at a credible market rate.
3. West stated RCC has been working to update their fees. Some rates are high; others are not high enough. The update includes pulling together a list of comparable rates and to share with the group and take to the BOT for consideration to change the rates.
4. Collins stated there is a BP that governs the rates and asked if each college has its own rates.
5. West stated each facility and classroom has its own rates that are separate fee structures for the type of facility. Some do not have a structure, ie: Culinary and it is not rented. Not discussed.

ACTION:

- Dr. West will schedule a meeting with Dr. Collins and Dr. Jones to discuss fee structures

I. Projects Groundbreaking & Grand Opening Ceremonies

1. Agah stated that the District/colleges are in the process of developing a process to celebrate groundbreaking & ribbon cutting to promote its educational mission serving the community/students.

VII. NEW ITEM(S)

A. Guided Pathway & Engagement Centers

1. Agah inquired if any of the colleges could provide an update on the engagement center project requests in alignment with the Guided Pathway that was brought up at the DSPC by VC of Ed Services Dr. Kim.
2. Collins indicated NC has two engagement centers but has no input or update on the subject.
3. Floerke stated that MVC academic senate has identified couple of requests and still under discussion.

End of Meeting Minutes-